



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 5710.31A

DUSN

7 Dec 2020

SECNAV INSTRUCTION 5710.31A

From: Secretary of the Navy

Subj: MILITARY PERSONNEL EXCHANGE PROGRAM DEPLOYMENTS

Ref: (a) 10 U.S.C.  
(b) 14 U.S.C. §712  
(c) Secretary of Defense Memorandum of 1 August 2013  
(NOTAL)  
(d) SECNAV M-5214.1

Encl: (1) Sample Host Nation Letter

1. Purpose. To establish Department of the Navy (DON) responsibilities and approval procedures for deployment requests by foreign partners involving the United States (U.S.) Navy (USN) and U.S. Marine Corps (USMC) Military Personnel Exchange Program (MPEP) participants. This guidance addresses deployments in which these personnel may become involved in military actions, operations, or hostilities, against an enemy of the U.S. or an opposing military force, including during contingency operations, as well as other deployments described herein.

2. Cancellation. SECNAVINST 5710.31.

3. Definitions

a. Per §101(a)(13), reference (a), a "contingency operation" is a military operation that the Secretary of Defense (SECDEF) has designated as an operation in which members of the U.S. Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services under sections 688, 12301(a), 12302, 12304, 12304a, 12305, or 12406, of reference (a); reference (b); or any other provision of law during a war or during a national emergency declared by the President or Congress.

b. By definition, "contingency operations" do not include events such as large force exercises, local Host Nation (HN)

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operations, training scenarios, or humanitarian operations in non-combat zones.

c. For the purpose of this instruction, the term "contingency operation" is interpreted to include any deployment where DON military personnel may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force.

4. Applicability. This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations, the Commandant of the Marine Corps, and all USN and USMC installations, commands, activities, and field offices, and all other organizational entities within the DON.

5. Policy

a. The intent of this instruction is to ensure an appropriate policy review is conducted prior to DON MPEP personnel deploying with HN partners in circumstances to include, but not limited to, contingency operations.

b. Per reference (c), the SECDEF is the sole approval authority for deployments of U.S. MPEP personnel with HN forces in contingency operations except as delegated to the SECNAV for approval where the following conditions are met:

(1) The deployment is with HN forces supporting a U.S., United Nations, or North Atlantic Treaty Organization operation where the U.S. is participating or contributing forces.

(2) The Under Secretary of Defense (Policy), the Department of Defense Office of General Counsel, the Joint Staff (J5), and the relevant Combatant Commands concur.

(3) The HN provides written confirmation prior to deployment stating that the U.S. MPEP participant will operate as a fully integrated member of the HN forces for the duration of the deployment and will retain the right of individual self-defense consistent with U.S. standing rules of engagement.

(4) Contingency operation deployments will adhere to all current SECDEF deployment and dwell guidance prescribed by the Office of the Under Secretary of Defense (Personnel and Readiness).

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c. Deployment requests for events such as large force exercises, local HN operations, training scenarios, or humanitarian operations in non-combat zones will be reviewed and approved by the Service Chiefs or their delegated representatives.

d. Subject to the conditions and coordination requirements above, SECNAV may approve multiple deployments in support of the same operation/region and similar missions not exceeding 60 days per deployment in one approval request for the duration of an individual MPEP tour. Any single deployment with a duration that exceeds 60 days will require separate SECNAV approval.

e. Enclosure (1) provides a sample format of a HN letter used to initiate a request for USN or USMC personnel to deploy to a contingency operation.

f. Contingency operation deployments for which SECDEF has not delegated approval to SECNAV shall be routed to the Under Secretary of the Navy (UNSECNAV) as described in subparagraph 6a of this instruction, who will be responsible for coordinating the submission of the request to SECDEF for final approval.

g. In the event the HN wishes to extend the duration (not to exceed a total of 60 days) of a previously-approved deployment request for a USN or USMC MPEP participant, the HN must first send an extension request to the Service Component, which must obtain concurrences in accordance with reference (c). To expedite the extension request, Service Components are not required to route a hard-copy package to gain required concurrences; rather, the Service Component may compile the required concurrences and submit the extension request via e-mail directly to the Office of the Deputy Under Secretary of the Navy (DUSN), which will coordinate the extension's approval in accordance with subparagraphs 5.d and 6.c.

## 6. Responsibilities

a. UNSECNAV. In accordance with reference (c), SECNAV delegates approval authority for MPEP deployments to contingency operations to UNSECNAV.

b. Service Components. The USN and USMC shall be responsible for:

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(1) Coordinating with the appropriate HN defense attaché to confirm that U.S. MPEP personnel will operate as fully integrated members of the HN forces for the duration of the deployment and will retain the right of individual self-defense consistent with the U.S. standing rules of engagement.

(2) Making notifications and obtaining concurrences per reference (c).

(3) Reviewing and approving deployment requests for events such as large force exercises, local HN operations, training scenarios, or humanitarian operations in non-combat zones.

(4) Submitting MPEP personnel deployment requests to DUSN as the Secretariat entry point for MPEP requests, as required.

(5) Providing a weekly status report on U.S. MPEP personnel deployed with HN forces to contingency operations to Joint Staff (J1) Manpower and Personnel. The report will include Service Member information, HN, deployment start date, days deployed, estimated redeployment date, and deployment location(s) and operation. Service Components shall also provide a copy of this weekly status report, including any updates to an individual's deployment status, to the DUSN.

c. DUSN. For each Service Component MPEP deployment request, DUSN shall:

(1) Serve as the senior strategic interface with the Offices of the Secretary of Defense (OSD).

(2) Serve as the Secretariat's single entry point for MPEP deployment requests for validation of DON compliance with OSD policy guidance prior to approval.

(3) Engage with OSD to obtain SECDEF approval for all MPEP requests that do not meet the conditions to delegate approval to SECNAV as set forth in reference (c).

## 7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules

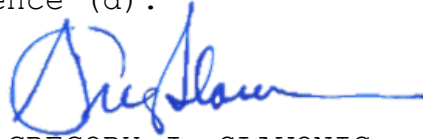
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found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx/>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Information Management Control. The requirement contained in paragraph 6b(5) is exempt from information collection control by Part IV paragraph 7c of reference (d).



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Performing the Duties of the  
Under Secretary of the Navy

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<https://www.secnav.navy.mil/doni/>.

Sample Host Nation Letter

Date

CAPT John P. Jones, USN  
Naval Attaché  
Embassy of the United States of America  
Pariser Platz 2  
10117 Berlin  
Federal Republic of Germany

Subject: DEPLOYMENT REQUEST FOR LT JOHN A. SMITH, USN

This letter requests approval from the Under Secretary of the Navy for the deployment of LT Smith, as a shipboard operations officer in support of Operation SOPHIA, a North Atlantic Treaty Organization anti-smuggling operation.

LT Smith is presently serving as an Exchange Officer aboard FGS HESSEN (F221) of the German Navy in Wilhelmshaven, Germany. FGS HESSEN is scheduled to deploy to the Mediterranean Sea in support of Operation SOPHIA.

The projected deployment timeframe is from 1 January 2018 to 31 May 2018.

LT Smith will operate as a fully integrated member of the German Navy and will retain the right of individual self-defense consistent with U.S. standing rules of engagement.

Sincerely,

M. G. VON SPEE  
Commander, 2nd Flotilla  
German Navy